

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, July 21, 2011
10:00 AM - 11:30 AM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007



AUDIO PHONE NUMBER: 1-602-425-3192
AUDIO ACCESS CODE: 1112#

MEMBERS PRESENT

Cathy Clarich
Julie Dybas
Mary Hawkins*
Donald Jacobson
Phillip Knox
Patrick McGrath
Richard McHattie*
Michael Malone
Rona Newton
Patricia Noland*
Michael Pollard, *Chair*
Rick Rager

GUESTS

Steve Ballance, *Pima Superior Court**
Jennifer Gilbertson, *Phoenix Municipal Court*
Lester Godsey, *City of Mesa*
Don Taylor, *Phoenix Municipal Court*

MEMBERS ABSENT

Kip Anderson
Paul Thomas

AOC STAFF

Stewart Bruner, *ITD*
Adele May, *ITD*
Alicia Moffatt, *ITD*
Jim Price, *ITD*
Jim Scorza, *ITD*
Cynthia Thomas, *ITD*

* indicates appeared by telephone

CACC MEETING MINUTES

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order just after 10:00 a.m. Staff confirmed that a quorum existed. The chair welcomed new member Michael Malone and asked current members and guests at the table to introduce themselves in some detail for Michael's benefit and to begin the 2011 – 2012 year. Jennifer Gilbertson introduced Don Taylor, the new executive administrator for Phoenix Municipal Court. Mr. Taylor briefly reviewed his experience with members, beginning from his years as a city prosecutor for Phoenix. Judge Pollard then requested members' input regarding the minutes from the June CACC meeting.

MOTION: A motion was made and seconded to accept the revised minutes of the June 16, 2011, CACC meeting. The motion passed unanimously.

PACC UPDATE

There was no PACC meeting on which to report in the past month. (Updates are now only provided following PACC meetings.)

REVIEW OF CHANGES TO MINDMAP THIS MONTH

Staff member Stewart Bruner briefly reported on various changes made by managers of both statewide and local projects since last meeting. The individual project managers will cover the details in their presentations later in the agenda. Stewart also mentioned that Steve Ballance had been unable to provide a MindMap update and has been placed on the agenda solely for that reason.

MESA LV ENHANCEMENTS PROJECT UPDATE

Lester Godsey from Mesa IT announced that a full-time project manager has been hired for the Mesa Municipal Court Large Volume (LV) Enhancements Project. It is anticipated that the new project manager will be present at next month's meeting. AmCad's project resource is present in Mesa already. The project schedule is now in its second iteration and Les feels confident it will be ready for public release by the next CACC meeting. Jim Scorza concurred that MindMap reporting could begin following release of the schedule. The requirements gathering phase is underway and ahead of schedule at this point.

Significant bandwidth upgrades have been made between the Mesa court and the AOC. The milestone of establishing a local computing environment is being moved earlier in the project plan to accommodate the likely length of data conversion activities.

LJ AJACS CMS AND BENCH AUTOMATION UPDATE

Adele May, Limited Jurisdiction (LJ) Case Management System (CMS) Project Manager at the AOC, described how bench automation used to be its own project but now appears to be increasingly addressed by AmCad in subsequent releases of AJACS and as part of Mesa's development effort. She also outlined some organizational changes at the AOC that have placed Cynthia Thomas in the role of Application Development Manager / Vendor Software Release Manager. She will be the point of contact with AmCad. Members provided Cyndi with a plethora of suggestions and advice for approaching her new assignment. While members agreed with the concept behind creation of the position, they requested that rules and processes be

communicated for setting priorities and determining the content of any future release. Cyndi informed members that the individual project managers remain the focal points for communicating upcoming release information to application users.

When the focus returned to LJ AJACS, Adele mentioned that some added requirements for the AZTEC replacement product will now result in additional development (a 3.9 release) and the need to move the start date for pilots beyond what the MindMap currently displays. She also described a tracking spreadsheet used to determine the percentage completion of testing activities and shared progress on various aspects of the project apart from software development. Short, task-specific training videos will be produced to supplement the in-person training on the product using Camtasia.

Pat McGrath then described the involvement of AOC's Court Services Division in crafting a report of the pros and cons of the various data conversion strategies in significant functional areas along with a minimum set of required data by area. Pat emphasized that the group compiling the recommendation would not be making the decision to convert or not convert, merely providing guidance on the impact of any decision.

JOLTSaz PROJECT UPDATE

In Bob Macon's absence, Rona Newton from Pima Juvenile Court shared that AZYAS now has an implementation date of October 24, 2011, not reflected on the MindMap. No new date has yet been set for the JOLTSaz/AGAVE implementation, however, pending a July 25 meeting with AOC leadership. She was not certain that the new date would fall within this calendar year. Rona explained why integration testing is taking longer than anticipated. She reminded members of the complexity of the three systems involved and that user training of approximately 60 probation officers remains the pacing item.

E-FILING AND RELATED PROJECTS UPDATE

Jim Price, AZTurboCourt Project Manager at the AOC, updated members on progress being made with three concurrent e-filing applications. Volume in the Clerk's Office at Maricopa is still not at the level anticipated so a new administrative order will order the clerk to not accept any paper filings that meet the criteria for electronic filing. Jim praised the recent efforts of Pima Superior Court testers and programmers. He hinted that Pima may be affected positively by some application changes recently requested by Maricopa.

Jim's current focus of attention is on MCJC as they identified several "showstoppers" that will seriously jeopardize going live on the date shown on the MindMap, due to a revised development and testing schedule. He provided party matching as an example of a showstopper. The OnBase Online (OBOL) effort is a huge dependency and not progressing quickly.

Members asked for a progress update on criminal e-filing. Jim stated that the project remains on hold pending more understanding of the way prosecutors perform their duties around the state, which appears to vary widely from jurisdiction to jurisdiction. Jim reiterated his highest goal for criminal e-filing of not doing anything stupid.

Phil Knox then raised concerns about the AO Jim mentioned earlier provide the clerk with relief from a sufficient number of statewide and local rules to actually be effective in Maricopa and not have unintended consequences, like creating *ex parte* communication issues. Stewart will share Phil's concerns with Melinda Hardman, the author of the draft AO.

OTHER PIMA PROJECTS UPDATE

Steve Ballance provided a brief verbal update of progress on various projects in lieu of submitting a MindMap update for the month. He had nothing significant to add to what others had already reported about Pima-related projects. Patti Noland informed members that Pima County has foisted two additional large projects on technology staff that are now competing for the same local resources as the projects listed on the MindMap, intensifying Steve's challenges.

POST-IMPLEMENTATION REPORTS

Staff Member Stewart Bruner brought members up to date with the recent implementation of OnBase 9.2 at Apache Superior Court. He characterized the resulting issues as being related to the local configuration of OnBase and the court's webserver settings, not the WebServices Toolkit/Unity switch in AJACS. Resolving security mismatches has been by far the biggest dependency and most time consuming part of the upgrade process. Work underway to streamline the upgrade efforts and reduce the outage window length will be tested with Graham Superior. Superior courts in Yavapai and Gila are in line for upgrades at the moment. AOC and the vendor have both been resource constrained, so the timeline for completing all the upgrades is stretching into September, even though AOC Operations has figured a way to work on OnBase upgrades concurrent with AJACS 3.6 upgrades around the state in August. In response to a question, Stewart shared information about courts' closed records eventually being allowed into the centralized EDMS for limited jurisdiction courts.

ITEMS OF OLD OR NEW BUSINESS

None were mentioned.

The next meeting will take place in **Room 106** of the **State Courts Building** on **August 18, 2011**.

The meeting adjourned at 11:30 a.m.